



Vendor Letter 2014

Application Due Date: Monday, August 19

Dear Vendor:

You are invited to participate in the 2nd annual Viva Grande event. This year's event is being held at Paul Mason Sportsplex on Saturday, Sept. 27 from 5:30 – 9:30 p.m.

Please note that due to sponsor exclusivity rights, some vendors may not be able to participate.

Below you will find a list of what is required to participate as a vendor. Please make note of which items apply to your particular vendor space. ***Submission of a vendor application does not guarantee a vendor space.***

- 1) Vendor Application – The form must be filled out in its entirety and all items to be sold must be listed. Please make all checks payable to the “CITY OF CASA GRANDE.” Please make sure to review the application carefully to ensure successful submission of your vendor application.
- 2) Temporary Food Booth Application and Checklist - The application is required by Pinal County for all food vendors. The Pinal County Health Department will be inspecting all food booths set up at the event. The Temporary Food Booth Application must be submitted with your vendor application. There is no additional fee for the food booth application.
- 3) **ALL** vendors selling items are required to have/obtain an AZ Sales Tax number which must be included with the vendor application. For more information on how to obtain an AZ Sales Tax number, contact the Arizona Department of Revenue at (602) 255-2060.

All forms must be submitted together along with payment in order for your vendor space to be considered. Spaces are on a first come, first served basis. Once your application is received, you will be notified of your status. Vendors who are not selected will have all payments returned to them.

Please contact me should you have any questions.

Thank You,

Erica Perez
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